

submit material to the Bureau monthly and all material must be submitted by the 15th of the month in order to be included in the News Letter to be issued on the 1st of the following month. Separate memoranda should be submitted on each graduate concerning whom information is furnished. In case two or more graduates are mentioned in the same write-up, you should send sufficient copies of such write-ups for filing in the individual files of the graduates. It is not necessary to submit a memorandum stating that there is nothing of interest to report concerning a particular graduate. The News Letter has been very enthusiastically received by the National Academy graduates and it is desired that the field continue to send in interesting items.

O/S

(E) MANUAL OF INSTRUCTIONS - SECURITY INVESTIGATIONS -- During the revision of Volumes II and III of the Manual of Instructions, Section 87 pertaining to Security Investigations was amended to include the following instructions which have not heretofore been furnished the field by Bureau Bulletin or SAC Letter.

Security Investigations - Classification 100

Security Index Subjects

The Security Index cards for subjects who have been inducted into the armed forces shall be placed in a separate Security Index file. A six-month's tickler must be set up for each subject in this file and at the termination of every six month's period, appropriate inquiry should be made to determine if the subject has been discharged from military service. Upon receipt of information reflecting the discharge of a subject, the field office will immediately advise the Bureau of his discharge and make recommendations as to whether or not the Security Index card should be reactivated.

we have none H.M.P.

When the subject of a Security Index card moves from an address within another field division, and the new address has been verified, the Security Index card should be forwarded to the new office of origin along with Form FD-128 and the pertinent serials. In the new field division the latest residence and business addresses of the subject and the file number of the related case file should be added. It shall then be placed in the Security Index file of the new office of origin and it will be unnecessary to prepare a new Security Index card.

Key Figure Cases

Key figure cases, as in the past, may be placed in a pending inactive status after a thorough investigation has been conducted and a report submitted. However, such cases must be set up by tickler and every six months another report must be submitted bringing the subject's activities up to date.

100-8082-9

When a Communist key figure enters the armed forces of the United States, his name shall be deleted from the key figure list, and handled in the same manner as set forth above for other Security Index subjects.

5-31-49
SAC LETTER NO. 61
Series 1949

~~100-8082-187~~
FBI - SAN ANTONIO
1949
McKee

Communist Index

When it has been determined that an individual whose name is in the Communist Index has moved to an area within another field division, the Communist Index card shall be transmitted to the interested office where it shall be appropriately revised and placed in the Communist Index of that office.

Very truly yours,

John Edgar Hoover

Director

Enclosures for (A) and (B)

5-31-49
SAC LETTER NO. 61
Series 1949

~~PERSONAL ATTENTION~~
~~STRICTLY CONFIDENTIAL~~

October 19, 1949

SAC LETTER NO. 97
Series 1949

DECLASSIFICATION AUTHORITY DERIVED FROM:
FBI AUTOMATIC DECLASSIFICATION GUIDE
DATE 10-01-2010

(A) SECURITY INDEX INVESTIGATIVE PROCEDURES, - ADMINISTRATIVE HANDLING, AND RELATED MATTERS -- From the standpoint of efficiency, economy, supervision and adequate handling the Bureau desires that the investigative procedures and steps and the administrative handling of all matters relating to the investigations of individuals under the security characters be as uniform throughout the field as possible. However, the Bureau does realize that the volume of work which the number of individuals, as well as the particular or peculiar local circumstances, create, does present diverse problems of administration. This may be graphically illustrated by comparing extreme totals on the Security Index and Communist Index Cards.

Offices vary from one Security Index Card to a high of 1,842 Security Index Cards and similarly vary from 14 Communist Index Cards to a high of 39,700 Communist Index Cards. Obviously an administrative procedure used for a particular purpose set up for a small volume would be wholly inadequate for an office with a large volume. Reversing this thought, an administrative procedure set up for a large volume would, of course, be cumbersome and probably unnecessary for an office with a small volume. Therefore, a basic level of uniformity must be strived for.

Within this framework of uniformity, however, the Bureau realizes the necessity of allowing and permitting a local approach to particular administrative or investigative problems.

100-8082-12

~~100-150-209~~

FBI - SAN ANTONIO
OCT 24 1949

In order to obtain uniformity and efficiency of operation there follow herein new instructions pertaining to various aspects of the Security Index Program. It is expected that each Special Agent in Charge and every Special Agent will take steps immediately to make each office's procedures conform with these instructions. These changes result from the various suggestions and observations obtained from the monthly self-inspection of the Security Index and an intensive study of this problem at the Bureau.

Should it be found that after reviewing these instructions some particular local problem or suggestion appearing in the inspection reports can not be resolved by this Bulletin, you should immediately prepare a communication to the Bureau setting forth the problem involved and the suggested solutions. The Bureau will thereupon give consideration to your particular problem.

THE SECURITY INDEX ARRANGEMENT

In order to clarify the instructions pertaining to the arrangement of the Security Index, Section 87 E (4) (C) of the Manual of Instructions is being rewritten as follows:

The Security Index shall be prepared on 5 x 8 white cards. The index itself is to be prepared in two sections. The original Security Index card shall be filed geographically in accordance with the needs existing in the particular office. For example, where necessary it should be broken down by state, county, city and, if conditions warrant, into precincts. Under each geographical breakdown the cards should be filed alphabetically. It will no longer be necessary to separate and maintain breakdowns as to organizational affiliation or nationalistic tendency e.g. Communist Party; Socialist Workers Party, etc. When the occasion demands, this card may readily be drawn from the geographical section of the Index and utilized by the apprehending Agent. It is this card which must be tabbed under the Detcom and Comsab programs.

A duplicate card shall be prepared which shall be filed alphabetically. This card will be identical in appearance to the geographical card. It will be maintained in a strict alphabetical order without any breakdown whatsoever. It will be in the nature of a control card, and when the original card is withdrawn from the geographical index for apprehension purposes, an appropriate notation shall be made on the duplicate card in the alphabetical section for the purpose of administrative handling.

CONTENTS AND APPEARANCE OF CARD

(1) The Security Index card should contain on the front side the following information:

- (a) Name and aliases
- (b) Race

- (c) Sex
- (d) Citizenship (Native born, naturalized or alien)
- (e) Organizational affiliation or Nationalist tendency (Communist, Socialist Workers Party, etc.)
- (f) Dangerousness Classification, if any (Detcom and Comsab)
- (g) Date and Place of Birth
- (h) Vital industry and code number (this may be omitted for the present until such vital industry list has been obtained and the code developed)
- (i) Field Office file number
- (j) Residence address
- (k) Business address

(2) In addition, the reverse side of the original (geographical) card should contain the following:

- (a) Complete description
- (b) Photograph

(3) If any of the above items are missing, with the exception of a photograph, the case should not be closed. However, the absence of information concerning race, sex, citizenship, date and place of birth and description should not deter the preparation of a Security Index Card where one is otherwise warranted. The case should be left in a pending status and active investigation should be conducted to determine such items of information as are missing. It is not desired that a case be left in a pending status merely to obtain a photograph. Every effort should be made to obtain a photograph during the course of the investigation, however. Nothing should appear on the Security Index card which does not appear in the subject's case file.

For your guidance there is attached hereto a model Security Index Card. The front side, of course, sets forth all information required. Additionally, the residence and business addresses are set up approximately one-half way down the card with spaces under each for several additions and corrections.

It is not desired that you institute any large project at the present time to change the form of Security Index Cards in your office. However, as corrections are made and new cards are needed the sample form of preparation should be used. It is expected that within a period of time all the cards throughout the field will be prepared in this uniform manner.

As an aid to the inclusion of descriptive data concerning the subject on the reverse side of the card, the uniform field photograph stamp used on the back of photographs may be used on the back of the Security Index Card. This uniform stamp, you will note, also calls for the date on which the photograph was taken. Additional descriptive information, such as the subject's possession of firearms, his potential dangerousness, etc., should also be included as descriptive information on the back side. The stamp should not be considered as an all inclusive description and additional information should be added where necessary for a fuller description.

FORMS FOR USE WITH THE SECURITY INDEX AND RELATED MATTERS

(1) Form FD122. There is attached hereto a copy of the revised form FD122. The old form in the past was used to recommend the preparation of a Security Index card. The revised form in the future will serve two purposes, namely, (1) to recommend the preparation of a Security Index card as in the past; and, (2) to advise the Bureau of any revisions or additions to the Security Index card. The revised form calls only for factual data and it will no longer be necessary to prepare a replica of the card. In reference to the last line of the form calling for data as to the individual's connection with a vital or strategic installation or industry, you are instructed to disregard this item of information for the present. Separate instructions concerning this aspect are under preparation and will shortly be furnished to the Field.

Henceforth, Form FD122, when used to recommend the preparation of a Security Index Card, should be prepared in triplicate. The original and thin white will be forwarded to the Bureau and, of course, a copy will be retained in the field office case file. If the recommendation is approved by the Bureau, the Bureau will return the thin white copy to the office requesting the Security Index Card appropriately stamped "Prepare Security Index Card." This thin copy bearing the Bureau's response shall be filed. The card can then be prepared by the field office.

When using the form to accomplish any revision or addition to the Security Index Card, only the item or items being revised or added should be set forth. When used for this purpose, only the original copy need be furnished to the Bureau.

Care should be taken to insure the proper selection of the opening paragraph, option depending upon which of the two uses is being made of the form.

(2) Form FD128. There is attached hereto a copy of revised Form FD128. You will recall that the old Form FD128 was used in the past to transfer a Security Index Card from one division to another and automatically changed the office of origin without requesting the Bureau to make such a change. This form has also been revised and will serve the same purpose as before. However, by the use of this form, it is now permissible to change the office of origin without prior Bureau authority in security cases where the individual is not the subject of a Security Index Card. This can be accomplished by using the proper options on the form. You will note that the form, as revised, calls for several additional items of information to be indicated for the benefit of the Bureau and the new office of origin. Only those items which are applicable to the particular case would be checked. Before executing this form, however, it is absolutely essential that the new office of origin have verified the new addresses of the subject.

(3) Form FD119 has been discontinued. You will recall that this form was used in order to amend or change the Security Index Card. In lieu of the form FD119, you are now instructed to use the revised form FD122.

You are also instructed to discontinue the practice of having local law enforcement agencies verify the addresses of Security Index subjects. In this connection you are instructed to destroy Form FD110 which form was a request of the Police Departments to verify the stated addresses.

Obviously you should destroy all your old forms FD119, FD122, and FD128 when you have received your new supply. Orders for the revised forms FD122 and FD128 should immediately be submitted to the Bureau.

PROCEDURE IN HANDLING CASE WHERE SECURITY INDEX CARD IS RECOMMENDED

In order that a uniform field procedure can be adopted and that individuals who have been recommended for the Security Index, but who have as yet not been approved by the Bureau, will at all times be at the attention of the field office so recommending, the following procedure must immediately be instituted:

Present instructions permit the submission of a closing report when all necessary and required information has been developed and when a recommendation for the preparation of a Security Index card has been submitted to the Bureau. In the future the report should be submitted in a pending inactive status and the case should be so kept until the response from the Bureau has been obtained relative to the preparation of the Security Index Card. All such cases will, therefore, be readily located by a quick review of the pending and pending inactive "100" cases in the office. Upon receipt of the Bureau's response and the handling thereof the case may be closed administratively. The Security Index card should not be prepared until the Bureau authority is received.

SECURITY INDEX CARDS IN AUXILIARY OFFICES

Security Index Cards should be maintained by the office of origin only. Any duplicate cards presently maintained by auxiliary offices should be destroyed.

CHECKING AND POSTING ADDRESS VERIFICATIONS OF SECURITY INDEX CARD SUBJECTS

It is recommended where the volume of Security Index dictate that form FD154 be used when verifying the addresses of Security Index card subjects.

If a form FD154 is not used in the mechanics of verifying the addresses it is desired that a notation be made on the last form FD154, FD122, or FD128 appearing in the case file reflecting the subject's current addresses, the date the addresses were verified. This is being done to insure that the file will contain all information concerning the status of the case and it will also permit the file to come to the attention of the Agent or Supervising official to determine if any additional action is warranted at that time in the case.

The method by which Security Index address checks are followed by the supervising official and the administrative manner in which it is handled is solely within the judgment of the Special Agent in Charge. The basic rule must be remembered that the Security Index must at all times be kept in a current status and addresses must be checked at least every six months. Whether this is done by individual case ticklers, administrative ticklers, or an arbitrary arrangement of checking certain sections of the index on a periodic basis will depend on the needs of each office.

DETCOM AND COMSAB TABBING

(1) As set forth in the Manual of Instructions the Detcom program is concerned with individuals on the Security Index who are to be given priority arrest in the event of apprehension of security index subjects at the time of an emergency. As such, the original (geographical) Security Index Cards of individuals falling into the following categories must be tabbed for Detcom:

- (a) All top functionaries
- (b) All key figures
- (c) All individuals tabbed under the Comsab program
- (d) Any other individual who, though he does not fall in the above groups, should be given priority arrest because of some peculiar circumstances.

No effort should be made to distinguish between the various degrees of priority.

(2) In connection with the Comsab program your attention is again directed to the Manual of Instructions pointing out that Communist individuals, either because of their training or because of their position relative to vital or strategic installations or industry, should be considered under this program. Where individuals are tabbed under the Comsab program they must also be tabbed under the Detcom program. As set forth above, the Comsab program is a portion of the Detcom program.

(3) The Security Index Cards should be tabbed as follows:

They should be tabbed with a metal signal tab attached to the card. All individuals tabbed under the Detcom program should be tabbed with a colored tab and those tabbed under the Comsab program should be tabbed with a contrasting colored tab. The Security Index Cards of Detcom and Comsab subjects should not be of any particular distinguishing color. All Security Index Cards should be the standard 5" x 8" white cards. Separate colored cards should not be used for Detcom, Comsab, key figures, top functionaries, etc. The Security Index Card, however, should contain the code word applicable, that is, Detcom, Comsab or both. (See model Security Index Card attached)

(4) In the event of the transfer of the subject of a Security Index Card which card has been tabbed for Detcom, Comsab, or both, such tabbing is automatically deleted by both the new office of origin and the Bureau. It is, therefore, incumbent upon the new office of origin to consider the subject in the light of these programs and determine if the subject is to be tabbed under

either or both of these programs. The new office of origin should so advise the Bureau. This rule is similar to that governing the transfer of Security Index Card subjects who have been designated key figures. Such a designation is immediately deleted upon the transfer. (See revised Form FD128 attached)

(5) Obviously, if an individual no longer fits the standards under either the Detcom or Comsab programs, such designation should be deleted. It is expected, therefore, that you will follow this matter closely in line with the general principles that the Security Index and all information appearing therein is at all times in a current status.

KEY FIGURES

Previous instructions concerning the method by which the key figure list is to be maintained are again called to your attention. You will note that the Bureau does not require a specific method. The number of key figures a particular office has will govern the method which is used. The list may be kept by a simple list system, by maintaining a file wherein all additions and deletions to the list are reported or by a card index system. The Bureau does not desire, however, that the Security Index cards of any key figures be tabbed as such. The key figure list should be maintained separate from the Security Index. Of course, all key figures will be tabbed under the Detcom program. It should be clearly borne in mind that the Security Index is an apprehension list and the key figure list is but an administrative set-up.

SPECIAL SECTION OF THE SECURITY INDEX

For your information, the Bureau maintains a section in the Security Index at the Seat of Government labeled "Special." Cards on individuals falling into the following categories are kept in this section:

- (1) Government employees
- (2) Atomic Energy Program employees and subjects
- (3) Espionage subjects
- (4) Prominent individuals
- (5) United Nations Secretariat
- (6) Foreign government employees

A similar special section shall not be set up by any Bureau field office without specific Bureau authority.

For your confidential information the Security Index Cards maintained at the Seat of Government have been reproduced in IBM Cards and it is, therefore, possible for the Bureau to categorically separate into any given type or combination of types all the Security Index Cards presently in file. Any tabulation or listing of the cards by the following information or combinations can be obtained,

Name, Race, Sex, Citizenship, Organizational affiliations, Dangerous classification (Detcom or Comsab), Date of Birth, Country of Birth, Bureau file number and office of origin. Vital industry or strategic installation designation will also be available when that program has been completed.

All individuals appearing in this section will be given individual attention in the event of an emergency.

COMMUNIST INDEX

In order that the Communist Index will be uniformly understood, arranged, and handled throughout the field the following complete instructions are being set out concerning it. Where instructions conflict with previously issued instructions regarding this index this Bulletin will govern.

(1) PURPOSE

The Communist Index should be prepared so as to have a ready record in the way of a complete alphabetical index separate and distinct from the general office indices representing those identified persons who, in the light of ever changing conditions, should be continually borne in mind from the standpoint of the security of the country with a view to possible investigation, interrogation, or action under the Security Index program.

Within this purpose the Index may additionally serve as an administrative aid and working index reflecting a central repository of the names of all individuals having an affiliation with the Communist Party or similar ideological groups.

(2) INDIVIDUALS TO BE INCLUDED

This Index should contain the names and other information as to those persons who may be described as Communists in the broad sense of the word. Therefore it will include those persons who have been affiliated with the Communist Party or other similar ideological groups and as such have (1) been present or past subjects of Security Index Cards, (2) been reported past or present members or (3) thru their activities and expressed sympathies strongly indicated affiliation or agreement with such ideologies.

(3) CONTENTS OF THE INDEX CARD:

The card should contain the following information where available:

- (a) Name and aliases
- (b) Field Office file number
- (c) Position in the Party
- (d) Place of residence
- (e) Place of employment

- (f) Citizenship
- (g) Source and date information received
- (h) A general statement to be included, if necessary, by the reviewing Agent which will assist for evaluation purposes in determining whether the Communist in question is potentially or actually dangerous.

If it is desired that additional information appear on the card, the Bureau should be advised as to the exact type of information so desired to be placed on the card, and consideration will be given by the Bureau to authorizing such additional information. However, before the Bureau will authorize additional information, it will be incumbent upon the particular office to show that such information serves a day to day value. Additionally, if other information is added thereon, the office will be under an obligation to keep such additional information in a current and up-to-date status at all times.

(4) ARRANGEMENT AND PHYSICAL SET-UP OF THE INDEX

Index Cards should be maintained in a strictly alphabetical arrangement. No breakdowns or sub-divisions should be made as to organizational affiliation, geographical location, etc. The card should preferably be a 3" x 5" plain white card.

Again, if any special breakdown or arrangement of the index is desired, Bureau authority will be needed and a special communication should be sent to the Bureau setting forth the nature of the breakdown or arrangement and the day to day value of such a special arrangement.

(5) TRANSFERS, REMOVALS AND DELETIONS OF CARDS

Communist Index Cards should be maintained in the Index indefinitely and no project should be undertaken to keep the Index in a current status. Individual cards should be retained in the Index even though a subject moves to a place within the jurisdiction of another field division, is imprisoned, enters military service, or departs from the Continental United States or territorial possessions. Cards may be destroyed if it is found that they should rightfully never have been prepared in the first instance or upon the death of a subject. No investigative or administrative effort should be expended solely, however, to purge the Index of deceased individuals or to keep the cards in an up-to-date status. It is mandatory only to destroy Communist Index cards on individuals who subsequently become confidential national defense informants or established sources of information in the national defense field.

ESPIONAGE AND FOREIGN INTELLIGENCE INVESTIGATIONS DEVELOPING INFORMATION CONCERNING INDIVIDUALS WHO SHOULD BE CONSIDERED FOR THE SECURITY INDEX PROGRAM

Individuals investigated during the course of the above type of cases should constantly be borne in mind for inclusion in the Security Index. If the

individual otherwise meets the standards of potential dangerousness or dangerousness required for the inclusion of his name in the Security Index and your office is not in a position to give this individual continuous investigative and surveillance attention in the event of an emergency he should be included in the Security Index. He must also be borne in mind for inclusion in the Communist Index. It will be the primary responsibility of the investigating agent and the supervising official in the Field to make the appropriate recommendation for the preparation of a Security Index Card. At the time the recommendation is made there must be borne in mind the necessity of having a summary type report concerning the subject's activities prepared if a report or reports have not previously been prepared on him as an individual for submission to the Division of Records of the Department of Justice. The fact that an individual is an espionage subject should not alone deter the preparation of a Security Index Card, in view of the fact that such an individual will be carried in the Special Section of the Security Index. Form FD122 will carry in the caption the appropriate character under which the subject was investigated: e.g. "John Doe - Espionage - R."

LOYALTY OF GOVERNMENT EMPLOYEE INVESTIATIONS DEVELOPING INFORMATION OF INTEREST TO THE SECURITY INDEX PROGRAM

All cases investigated under the character of Loyalty of Government Employees where any disloyal information is developed should be considered under the Security Index Program. It is incumbent upon each Agent conducting such investigation to call the attention of the appropriate field supervisor, having charge of the Security Index, to the case in order that it may be given such attention. At the same time if it is deemed inadvisable to place the subject of a loyalty investigation on the Security Index because the investigation fails to reflect sufficient disloyal information warranting the preparation of such a card, the individual should, of course, also be considered as being the possible subject of a Communist Index Card. Obviously if the Communist Index is to become a comprehensive compilation of individuals of interest to the internal security it would be seriously incomplete without numerous individuals considered under the loyalty program.

In this connection your attention is again directed to Bureau Bulletin No. 28, Series 1948 wherein instructions were issued that in a loyalty investigation where an office conducts investigation in an area not covering the residence of the individual and develops information of a disloyal nature reports must be submitted to the office covering the residence area. It is noted that in numerous cases this practice has not been followed, even in cases where Security Index Cards are presently on file on such subjects.

Where an individual, who has been investigated under the loyalty program, is also the subject of a Security Index Card it is desired that a dual character be used in reports namely Loyalty of Government Employees; Security Matter - C. This will insure that the reports are also given appropriate consideration by the Security Index Desk at the Bureau as well as in the field. The reports should, of course, be written according to the standards prevailing for loyalty reports.

10-19-49.
SAC LETTER NO. 97
Series 1949.

OTHER INVESTIGATIONS DEVELOPING INFORMATION OF INTEREST TO THE SECURITY INDEX PROGRAM

In all other types of investigations, exclusive of espionage, foreign intelligence, security, and loyalty cases, which are covered separately, it is desired that the investigating agent bring the reported case to the attention of the appropriate supervising official of the Security Index and the Communist Index where information is developed which could warrant the preparation of either or both of the Index cards. This, of course, will include Atomic Energy Act investigations, Voice of America Applicant investigations, Departmental Applicants, Bureau Applicants, etc.

Where an individual is so investigated and he is presently the subject of a Security Index Card, a letter should be directed to the Bureau at the time the report is submitted advising that the individual is a Security Index Card subject. This must be done in order to insure that the reports will receive attention by the Security Index Desk at the Seat of Government.

Obviously any individual who can be considered dangerous in the event of an emergency and fitting the standards for the Security Index should be included irrespective of the character of the investigation conducted of him by the Bureau. Should such an individual ever commit an act of hostility against the United States it will be no defense for the Bureau that we had never conducted a security type investigation of him but only, for example, an applicant type investigation.

CONFIDENTIAL NATURE OF THE SECURITY INDEX PROGRAM

As previously reiterated on several occasions no mention must be made in any investigative report relating to the classifications of top functionaries and key figures, nor to the Detcom or Comsab Programs, nor to the Security Index or the Communist Index. These investigative procedures and administrative aids are confidential and should not be known to any outside agency.

The revised forms FD128 and FD122 should be placed in the FBI Form Book and Form FD119 deleted.

MODEL SECURITY INDEX CARD

DOE, JOHN HENRY

W-M

NATIVE BORN

COMMUNIST-Detcom.
Comsab

100-123456

June 1, 1900
Central City, Ohio

Res - 1674 Jones Boulevard
Paducah City, Kentucky

Bus - The John Henry Smith Constuction Co.
1744 Henry Avenue, N. W.
Paducah City, Kentucky

Office Memorandum • UNITED STATES GOVERNMENT

TO :
FROM :
SUBJECT:

DATE:

The captioned individual has been the subject of a security investigation by this office. The _____ Division has verified the permanent presence of the subject in its division as residing and working at the addresses listed below. The _____ Division is being considered the new office of origin.

Residence Address: _____

Business Address: _____

Check the following applicable statements:

- This individual has been the subject of a Communist Index Card.
- This individual is the subject of a Security Index Card.
(The Bureau is requested to make the appropriate changes in the Security Index at the Seat of Government. The _____ Division should affix the addresses reflected above and the appropriate case file number.)
- This subject was tabbed for Detcom.
- This subject was tabbed for Comsab.
- This subject was carried as a Key Figure or Top Functionary.
- Handwriting specimens have been furnished to the Bureau.
- A photograph has been furnished to the Bureau.

The following pertinent items are being forwarded to the new office of origin with its copies of this letter:

- Security Index Cards
- Serials (specify)

R U C

cc: _____ Division (Enc.)

(E) MARKING FILES PERTAINING TO SECURITY INDEX AND COMMUNIST INDEX SUBJECTS -- The Bureau will send shortly to each Field Division a large rubber stamp approximately 1 1/2 inches high, bearing the letters "SI" and another stamp of the same size bearing the letters "CI." You should arrange to have the main file pertaining to each Security Index subject stamped with the "SI" Stamp and the file on each Communist Index subject, if a main file exists, stamped with the "CI" stamp on the outer cover of the file, approximately 4 inches from the opening end and midway between the other sides. It is not necessary that a project be undertaken to stamp all of these files and they may be stamped by the Supervisor as the files come up on tickler or in connection with incoming reports or correspondence. The purpose of the procedure is to facilitate the handling of Security Index matters and immediately to signal the Supervisor that a Security Index or Communist Index card is in existence.

SAC LETTER. ~~306x~~ 107

10-27-51
Serkes 1951

100-8082-47

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OCT 30 1951	
FBI - SAN ANTONIO	

Leary

Shaner

*Please handle,
Brintmeyer MB*

12-12-51

Reports should not follow the outline for a front group report but should include the following:

- (1) A statement at the beginning of each report that "This investigation was predicated upon information received that members of the Communist Party have infiltrated captioned organization (or that the Communist Party has instructed its members to join captioned organization). Our investigation is directed solely toward establishing the extent and the result of this infiltration. The FBI is not investigating the legitimate activities of this organization."
- (2) Address of organization.
- (3) Brief documentation of organization, including total membership.
- (4) Principal officers of organization.
- (5) Communist Party program to infiltrate the organization and influence its policy.
- (6) Results of this program, including Communist Party affiliations of officers and members.

In the event infiltration of the organization reaches such a proportion that its activities are dominated and controlled by the Communist Party you should submit your recommendations to the Bureau regarding dropping from the title the "Communist Infiltration of" and investigating the organization as a communist front.

Manual of Instructions is being revised.

10-30-56
SAC LETTER NO. 56-56

(L) SECURITY INVESTIGATIONS -- In response to certain suggestions made by field representatives at the Internal Security - Espionage Conference held at the Seat of Government, October 22 - 23, 1956, the following instructions are to be placed into effect immediately:

10-30-56
SAC LETTER NO. 56-56

see page 10

- 8. -
(safe)

100-8082-206

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FBI - SAN ANTONIO	

o/s

A. Report Writing (Individuals)

In connection with security investigations of individuals, it frequently occurs that an informant will report a subject's attendance at numerous routine meetings of a subversive organization over the space of a few months. At many of these meetings, the subject is not reported as having taken an active part therein and nothing transpires that is pertinent to set out in a report on the individual concerned.

Effective immediately, items of this nature may be set forth in investigative reports on individuals in a summarizing statement to the effect that "T-1 advised on various dates from June - October, 1956, that the subject was in attendance at 25 meetings of the National Council of American-Soviet Friendship between the dates June 1 and October 1, 1956." The reliability of the informant should, of course, be set forth in accordance with current Bureau instructions.

Information reported in the above manner will be documented on the administrative pages by setting forth (1) the identity of the source, (2) the period of activity involved, i.e., June 1 - October 1, 1956, and (3) the file number and serial scope reflecting location of informant's original reports covering meetings in question.

This procedure is being set up to avoid detailed specific reporting of repetitious meetings of routine nature. It in no way removes responsibility from the field to report all items of pertinence to the Bureau, bearing in mind the fact that Bureau files must be complete insofar as matters of substance are concerned. Information tending to establish a subject's knowledge of the revolutionary aims and purposes of the subversive organization with which he is affiliated must be specifically reported in detail.

B. Documentation of Organizations in Security Reports

In connection with security reports, it has been the practice to include the documentation of organizations mentioned therein immediately following the first instance in which such organization is referred to in the report.

Effective immediately, the documentation of organizations mentioned in security reports, other than organizations cited by the Attorney General under the provisions of Executive Order 10450,

will appear as an appendix to the report.

Each organization will be documented on separate sheets of paper and, for this purpose, each office will mimeograph or otherwise mechanically reproduce the documentation for organizations frequently referred to by it in security reports. You will utilize the Bureau-approved thumbnail sketch. These items of documentation should be set up in the appendix in alphabetical order and this appendix will, of course, be disseminated along with the main body of the report.

It will be unnecessary to attribute the documentation to a particular source. You should, however, indicate the degree of reliability of the source in accordance with current Bureau practice. The administrative page of the report will reflect the symbol number or identity of the source, followed by the name of the organization being documented.

You will document those organizations cited by the Attorney General under Executive Order 10450 by setting forth a statement to that effect in the details of the report in accordance with current Bureau practice.

C. Communist Index ✓

The Communist Index, which was established a number of years ago, has grown unwieldy and is serving very little purpose today. In order that we may obtain maximum benefit from this Index, you should take the following steps, utilizing those Security Index cards which have been cancelled by application of the revised Security Index criteria since April, 1955, as a base:

1. Add Communist Index cards to the above on individuals currently under investigation when, following completion thereof, the information developed does not justify the inclusion of the subject's name in the Security Index when there is evidence of:

a. Membership in a basic revolutionary organization over five years ago, together with some indication of continuing sympathy for the communist movement within the past five years and no reliable evidence of defection.

b. Unverified allegations of such membership within the past five years, coupled with some evidence or information indicating activity or sympathy for the subversive cause within the same period.

c. Leadership in a substantial capacity in a major subversive front group over three years ago, together with some evidence of continuing activity or sympathy for the subversive cause within the past three years and no reliable evidence of disaffection.

d. Current subversive front membership and/or activity, together with evidence of sympathy for the subversive cause or antagonism toward the present form of Government not warranting placing on the Security Index.

2. Review those cases opened and subsequently closed without the subject's names being included in the Security Index since April 15, 1955, and include in the Communist Index the names of those individuals falling in the above categories.

3. Include in this Index the names of individuals deleted from the Security Index in the future by application of the Security Index criteria.

This Index should represent those persons who should be continually borne in mind from the standpoint of the security of the country with a view toward possible investigation, interrogation or action at some future date. It should serve as an administrative aid and working index, reflecting a central repository of the names of individuals having sympathy or affiliation with the Communist Party or other basic revolutionary groups.

Each card should contain as a minimum the following:

1. Name and aliases.
2. Office file number.

3. Membership and position or association in the subversive group or groups, together with the source and date of the information.

4. Residence.

5. Citizenship.

6. Employment.

The Index card should be prepared on 5 x 8 inch plain white cards and should be maintained alphabetically. However, if you desire to utilize it as an investigative aid, it may be set up by geographical area in conformance with your integrated investigative system. This should be done only with Bureau concurrence.

When the above steps have been taken, destroy the remaining cards presently contained in your Communist Index.

Expend no investigative or administrative efforts to keep the cards in an up-to-date status. However, destroy all cards on individuals who subsequently become security informants or sources, or subjects of Security Index cards.

You should advise the Bureau when the above has been accomplished. If not completed within 60 days, submit a status letter.

RE: SECURITY INFORMANTS

A. Flash notices

So that personal difficulties of former informants will come to the field's attention, retain flash notices for one year following discontinuance. It is your responsibility to insure that these notices are cancelled at that time or that the Bureau is advised as to why you deem it desirable to continue the flash notice.

B. Investigation of Potential Informants

To expedite background investigation of potential informants, leads to obtain such information must be handled by auxiliary offices within 30 days.

10/30/56
SAC LETTER NO. 56-56

C. Security Informant Program

SAC Letter 56-34 sets forth circumstances whereby individuals may be interviewed to determine whether they will cooperate. Under authority of this SAC letter it was not permissible to discuss the individuals' background with them but the sole purpose of the contacts was to enable the interviewing Agents to determine whether the persons being interviewed might be cooperative. Effective immediately when making such approaches if the individuals have been members of a basic revolutionary organization and indicate they might cooperate they may be questioned during the initial contact about their own activities in order to further ascertain the extent to which they will cooperate.

Also in conducting interviews under this program if more than one contact is necessary to determine the individuals' degree of cooperation, such recontacts may be made upon the original authorizations. No attempt should be made to develop such individuals as informants or to direct their activities as potential informants until the investigation required by Section 107 of the Manual of Instructions has been conducted and Bureau authority obtained.

Very truly yours,

John Edgar Hoover

Director

10/30/56
SAC LETTER NO. 56-56

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC, Albany

DATE: November 23, 1956

FROM : *JIA* Director, FBI (100-358086)

SUBJECT: COMMUNIST INDEX

100-8082 (page)

Re SAC Letter 56-56 (L) dated October 30, 1956, containing instructions with regard to the reconstruction of the Communist Index.

In the past, field office files have been stamped "CI" on the front cover to designate those subjects of main case files on whom Communist Index cards existed. In order that file covers can definitely reflect those cases in which a Communist Index card is prepared under existing instructions set out in referenced SAC Letter, you should arrange to have the main case files stamped with the letters "RCI."

Stamps for this purpose should be purchased locally.

2 - Albuquerque	2 - Milwaukee
2 - Anchorage	2 - Minneapolis
2 - Atlanta	2 - Mobile
2 - Baltimore	2 - Newark
2 - Birmingham	2 - New Haven
2 - Boston	2 - New Orleans
2 - Buffalo	2 - New York
2 - Butte	2 - Norfolk
2 - Charlotte	2 - Oklahoma City
2 - Chicago	2 - Omaha
2 - Cincinnati	2 - Philadelphia
2 - Cleveland	2 - Phoenix
2 - Dallas	2 - Pittsburgh
2 - Denver	2 - Portland
2 - Detroit	2 - Richmond
2 - El Paso	2 - St. Louis
2 - Honolulu	2 - Salt Lake City
2 - Houston	2 - San Antonio
2 - Indianapolis	2 - San Diego
2 - Kansas City	2 - San Francisco
2 - Knoxville	2 - San Juan
2 - Little Rock	2 - Savannah
2 - Los Angeles	2 - Seattle
2 - Louisville	2 - Springfield
2 - Memphis	2 - Washington Field
2 - Miami	

*100-8082-208**cc-100-00-1016*

Caulter - R.C.
Fleming - J.H.
Deffenbaugh - J.R.